



## Administrative Specialist

### Summary/Objective

EDM International, Inc is seeking an Administrative Specialist for our Fort Collins, CO office. This role will provide general administrative support through a variety of tasks related to organization and communication for all business sectors of the company to ensure efficient operation of the office. If you are seeking a dynamic work culture with a family atmosphere, consider joining the EDM Team.

### Essential Duties and Responsibilities:

- Answer telephone, screen, and direct calls
- Greet and direct visitors, maintain employee and department directories
- Maintain company Client Database and Project Database/Library
- Provide general administrative and clerical support on a need basis
- Organize conference calls and meeting rooms, coordinate materials and catering for meetings
- Coordinate travel arrangements for staff
- Prepare correspondence and documents
- Assist with invoice submittal and collections
- Monitor and maintain office equipment, control office supply inventory
- Order business cards, nameplates, employee badges, and corporate wear
- Manage postage and shipping (domestic and international), receive, and distribute mail
- Perform errands as needed

### Qualifications/Education/Experience:

- High school diploma or equivalent
- 3-5+ years' experience in an administrative role
- Knowledge of administrative and clerical procedures, including ability to operate a phone system
- Knowledge of computers and relevant software applications
- Working knowledge of basic office equipment
- Knowledge of customer service principles and practices

### Competencies:

- Communication
- Professional personal presentation
- Reliability
- Customer focus
- Information management
- Organization and planning
- Attention to detail
- Initiative
- Stress tolerance



**Supervisory Responsibility:** None

**Position Type/Expected Hours of Work:**

- This is a full-time non-exempt/hourly position.

**Work Environment/Physical Demands:**

- This job operates in a professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. The noise level in the work environment is usually quiet.
- The employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

**Other Duties:**

The above job description is not intended to be an all-inclusive list of responsibilities and performance standards of the position. Incumbents will perform other job-related duties as assigned.

**Salary Range:** \$40,000 to \$50,000 annually, plus discretionary bonus.

**Benefits Include:**

- Health Insurance (Medical, Vision, and Dental)
- STD / LTD/ Life Insurance
- 401(k)
- Paid Leave (Holiday, Vacation, Sick, etc.)
- Wellness Program
- Development Opportunities

**Special Requirements** - Pre-employment checks will require satisfactory results of the following screens:

- Background Check
- Motor Vehicle Driving Record
- Drug Test (including controlled substances)
- Education and/or Employment Confirmation
- Reference Checks

**About EDM**

An employee-owned corporation, we're a fun, smart, and talented group of people who genuinely enjoy our work and make a difference! Whether it's engineering, asset management, geospatial, wildfire mitigation, or environmental solutions, we support our utility clients in positive and innovative ways, to contribute to society and sustainably manage and protect the natural environment.

**EEO Statement**

EDM is an Equal Opportunity Employer.

**To Apply:** Upload resume and cover letter on Indeed OR to apply by email please send a cover letter and a resume to [jobs@edmlink.com](mailto:jobs@edmlink.com). For more information, please visit the EDM website at: <https://edmlink.com/careers>